

U.S. Mission to the United Arab Emirates

U.S. Embassy Abu Dhabi – U.S. Consulate General Dubai

**Warden Message #1 /2011: Consular Services in Al Ain January 12, 2011**

The consular section of the U.S. Embassy is pleased to announce a visit to Al Ain on Wednesday, January 12, 2011 from 10 a.m. to 1 p.m. The venue is the American Studies Corner (ASC) in the UAE University Zayed Central Library. Consular staff will provide routine American citizen services and be available for consultation. Services will include:

- Acceptance of passport applications
- Complete instructions on passport applications, including forms, can be found online at [http://travel.state.gov/passport/forms/forms\\_847.html](http://travel.state.gov/passport/forms/forms_847.html)
- Application forms are also available at the American Studies Corner (ASC). Write your Al Ain P.O. Box for "Mailing Address" and your U.S. address for "Permanent Address." You may elect to have your passport sent to you by Emirates Post courier (EmPost) instead of collecting it at the embassy. The new passport will be ready after about 15 days (EmPost delivery charge is 20 dirhams COD).
- Bring your current passport and a copy. We will keep your passport, cancel it, and send it with your new passport by EmPost after about 15 days. If you would like to keep your old passport in the meantime, you must collect your new passport at the Embassy.
- Bring 2 photos that meet the requirements on the form (2" x 2").
- Applicants under the age of 16 must also appear in person, provide an original birth certificate (or a certified copy), and both parents must accompany and sign for the child's passport application (parents must bring their passports). If one parent is out of the country, the other parent must present an original notarized consent form (see [http://travel.state.gov/passport/forms/ds3053/ds3053\\_846.html](http://travel.state.gov/passport/forms/ds3053/ds3053_846.html)).
- Passports application cost is US\$110 for most adults and US\$105 for minors under the age of 16. For detailed fee information, please refer to the passport information at <http://travel.state.gov>. Addition of extra pages into passports
- The application form DS-4085 for additional visa pages is available online and also at the ASC.
- Bring your passport and the application form.
- Your passport will be ready after about 2 days; either it will be sent to you by Emirates Post courier (EmPost) or be available for collection at the embassy. (EmPost delivery charge is 20 dirhams COD).
- The personal appearance of a minor (under age 16) is not required for adding pages. One parent must submit the following documents: Application for Additional Visa Pages, Form DS-4085, original or certified copy of child's birth certificate for proof of parentage, child's current passport.
- Additional passport pages cost is US\$82.

**Notarial Services**

- Execution of affidavits, attestations, powers-of-attorney, etc.
- Bring an original, valid government-issued photo I.D. and the original document for notarization.
- Notarial services cost is US\$50 Authentication of documents.
- The process of authenticating U.S. documents is done completely in the U.S. Details and contact information for this service are available at:  
[http://abudhabi.usembassy.gov/document\\_authentication.html](http://abudhabi.usembassy.gov/document_authentication.html)
- We can authenticate many UAE documents that have already been authenticated by the UAE Ministry of Foreign Affairs.
- Cost is US\$50. Travel Enrollment of American Citizens / Warden Information.
- Warden information can be found on our website.
- Enrollment can be done online at <https://travelregistration.state.gov/ibrs>
- Subscribe or unsubscribe to warden messages at <https://travelregistration.state.gov/ibrs/ui/>

#### **Misc.**

- Please bring exact change to avoid inconvenience. We are unable to accept checks or credit cards.
- For directions to the venue, please call 03 704 3201 or 03 704 3226 between 8 a.m. and 2 p.m. For consular questions, please email us at [AbuDhabiACS@state.gov](mailto:AbuDhabiACS@state.gov).
- Please pass this notice to any U.S. citizen in the Al Ain district. In Case of Emergency

In the event of an emergency, such as the death or arrest of an American citizen, the Embassy stands ready to assist 24 hours a day. You may contact the duty officer at (+971) (2) 414-2500.

The U.S. Embassy in Abu Dhabi is located in the Embassies District, Plot 38, Sector W59-02, Street No. 4, P.O. Box 4009. Telephone: (+971) (2) 414-2200, fax: (+971) (2) 414-2241, email: [AbuDhabiACS@state.gov](mailto:AbuDhabiACS@state.gov), on the web: <http://abudhabi.usembassy.gov>. For after-hours emergencies , call (+971) (2) 414-2500 and ask to speak to the Duty Officer.